

**Amendments to the Specification:**

Please replace the paragraph beginning on page 5, line 13, with the following rewritten paragraph:

According to a third aspect of the invention, A copying machine includes a reduction ratio setting section, a control section, an effective area setting section, a reading section, a data processing section, and a recording section. The reduction ratio setting section sets a reduction ratio. The control section compares the reduction ratio with a threshold value. The effective area setting section detects a length of a document in a main scanning direction to set an effective area. The reading section reads the document to generate image data. The data processing section reduces the image data on the basis of a comparison result provided by the control section, the image data, and the effective area. The recording section forms an image on a ~~reading~~recording area of a recording medium on the basis of the image data reduced by the data processing section.

Please replace the paragraph beginning on page 6, line 8, with the following rewritten paragraph:

According to a third aspect of the invention, A copying machine includes a reduction ratio setting section, a control section, an effective area setting section, a reading section, a data processing section, and a recording section. The reduction ratio setting section sets a reduction ratio. The control section compares the reduction ratio with a threshold value. The effective area setting section detects a length of a document in a main scanning direction to set an effective area. The reading section reads the document to generate image data. The data processing section reduces the image data on the basis of a comparison result provided by the control section, the image data, and the effective area. The recording section forms an image on a ~~reading~~recording area of a recording medium on the basis of the image data reduced by the data processing section.

Please replace the paragraph beginning on page 8, line 5, with the following rewritten paragraph:

Fig. 10 shows a perspective view of an example of a multi function device (MFD) 1 to which the invention is applied. Fig. 11 is a perspective view of the multi function device 1 in where a documentable cover 101 opens.

Please replace the paragraph beginning on page 8, line 25, with the following rewritten paragraph:

~~Fig. 12 shows a perspective view of the MFD 1 in which the document table cover 101 is opened.~~ As shown in ~~Fig. 12,~~Fig. 11, the MFD 1 is a ~~FD-MFDFB-MFD~~ (Flat Bed-Multi Function Device). The MFD 1 is configured so that a line type-CCD image sensor 35 reads an image from a document placed on a platen glass 106 of a document table 105.

Please replace the paragraph beginning on page 9, line 9, with the following rewritten paragraph:

In addition, the MFD 1 includes an ADF (Auto Document Feeder) mechanism 102 (~~Fig. 11~~)(Fig. 10) for reading images from a plurality of documents sequentially. The ADF mechanism 102 operates as follows under a condition where the document table cover 101 is closed and the CCD image sensor 35 is fixed at a reading initial position. First, the ADF mechanism 102 brings in the documents one by one from a document feed tray 104 (~~Fig. 11~~)(Fig. 10) and makes the document pass through a document pass portion 108 disposed above the CCD image sensor 35. Thereby, the CCD image sensor 35 reads an image line by line, and the document, which has been read, is discharged to a document discharge tray 103 (~~Fig. 11~~)(Fig. 10).

Please replace the paragraph beginning on page 31, line 14, with the following rewritten paragraph:

In step 260, a predetermined lower limit of the reduction ratio S (for example, 70%) is set in the ratio changing section 18. After the step 260, the process proceeds to step 270 (Fig. 4)(Fig. 5).

Please replace the Abstract with the attached amended Abstract.